

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Mayor & Council

**AGENDA DATE:** 11/01/05

**CONTACT PERSON/PHONE:** Mayor & Council, John F. Cook, (915) 541-4015

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

**APPROVE:** Confirm the appointment of Executive Assistant to be effective November 1, 2005.

**BACKGROUND / DISCUSSION:**

This position is currently vacant and the need to fill it is vital to administration and its function.

**PRIOR COUNCIL ACTION:**

No

**AMOUNT AND SOURCE OF FUNDING:**

Position has been budgeted for FY/06. Account # 01010014-01101-01000

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

**\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\***

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MOTION**

November 1, 2005

Motion made, seconded and carried that Robert D. Andrade be appointed for the position of Executive Assistant (Mayor & Council) at an annual salary of \$55,000 effective November 1, 2005.

Richarda Duffy Momsen  
City Clerk

Robert D. Andrade

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## OBJECTIVE

To become a integral part of the mechanism of the Mayor's office as the Executive Assistant with the objective of creating sustainable economic growth in the most beneficial manner to the City of El Paso. I intend to become a representative of the Mayoral Office and to be given an opportunity to grow and be offered future advancement.

## SUMMARY

Highly Experienced Contract Manager  
Automated Records Analysts  
International Experience  
Excellent Customer Service Skills  
Performed Highly Complex & Technical Procedures

## PROFESSIONAL EXPERIENCE

### **Contract Administration:**

- A Liaison between program and contractors to ensure performance is consistent with program, legal, fiscal, and contractual requirements.
- Specialized in contract support functions, including evaluation of applications/proposals, monitoring of performance (quality assurance), and contract administration.
- Work under moderate supervision with limited latitude for the use of initiative and independent judgment with established state and federal rules and regulations and agency policies and procedures.
- Provide ad-hoc reports in a limited amount of time.
- Provide training assistance to requesting activity personnel and monitoring personnel during various phases of the contracting process in compliance with policies, regulations, legal, fiscal and other contract requirements.
- Monitor contract performance, conducting on-site visits and examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and department policies.
- Resolving contract disagreements, recommending appropriate dispositions and legal actions.

### **Analyze Automated Records:**

- Ensure license applications and documentation were completed.
- Conducted thorough examinations of license applications and documents to ensure legal compliance.
- Reviewed computer edits to determine validity and took appropriate action.
- Determined whether licenses should be issued or denied.
- Assisted applicants, licensees and field personnel in the interpretation and completion of applications to ensure compliance in accordance with Rules and Policies.
- Performed on-line automated entry and retrieval on Server Tracking Systems and other licensing databases.
- Monitored files for requested information and took appropriate action.
- Updated automated systems to ensure current and accurate information.

- Initiated, developed and monitored letters used in application processing, retailer maintenance and the administrative hearing process.
- Compiled and prepared clear and concise reports relating to application processing, the retailer database and public inquiries.

#### **International Affairs:**

- Assisted the director of International Business & Recruitment in ongoing development of plans to promote Texas products overseas.
- Developed budgets and participation plans for international trade shows and trade missions, as well as domestic shows with large international audiences, for review and approval by administrative supervisors.
- Recruited, coordinated, and prepared Texas business delegations to participate in overseas and U.S.-based trade promotion events.
- With Information Clearinghouse staff, provided international marketing clients and allies with data related to Texas export and import statistics for area of regional expertise; best prospect markets for local industries; foreign trade zones; federal trade legislation; export licensing procedures; and state, federal, and private export financing sources.
- Assisted with the visits of foreign business delegations and/or provided technical support to international business professionals as required and relevant.
- Traveled to region as necessary in accordance with international work plan.
- Assisted other trade advisors with the development of trade event marketing activities, with particular emphasis on recommending low cost means to carry out these activities.
- Developed strategies to publicize international services.
- Developed low cost, low overhead marketing tools to promote Texas products/services and International services, with particular emphasis on electronic commerce.
- Developed international contacts in the assigned region.
- Worked with International Partners both domestically and internationally at both the local and federal levels of government.

#### **Customer Service:**

- Demonstrated "customer courteous" behavior by greeting and approaching each customer in a positive, professional manner.
- Maximized customer satisfaction by quickly and effectively resolving customer issues with my level of authorization.
- Assisted and directed customers in finding desired merchandise.

#### **Planning and Detail Oriented:**

- Developed contracts, related documents, and other contract features of highly technical and advance nature.
- Specialized in contract evaluation, including design of evaluations, development of contractual instruments, analysis and reporting of data and proposal of recommendations regarding the continuation, modification or cancellation of existing contracts and development of new ones.
- Comprehended, interpreted and applied, on a daily basis, state and/or federal program rules, regulations, policies, and procedures.
- Worked with the State Auditors to provide information concerning the Corrective Action Plan.
- Understood and interpreted contract law principles and concepts.
- I used created thinking to originate new methodologies, concepts or programs; solved highly complex and unique problems impacting major programs; and performed highly technical procedures requiring my specialized skills.

#### **COMPUTER SKILLS:**

Highly skilled in the use of electronic data and word processing equipment and software, including simple spreadsheets programs.

Expert level with MS Word and MS Excel applications

Proficient with MS Mail, MS Access, MS Money98, MS PowerPoint, GroupWise Mail, Filemaker Pro, MS Outlook applications  
Familiar with various databases using various LAN servers.

## EDUCATION:

### Education:

09/90 to 12/90 Attended the University of Texas at El Paso  
Major Area: Business Administration  
01/89 to 05/90 Completed course work for Associates of Arts degree, El Paso Community College  
Major Area: Business Administration  
09/84 to 12/84 Attended South Plains College; Levelland, Texas  
Major Area: Liberal Arts  
09/82 to 05/84 Attended Wayland Baptist University; Plainview, Texas  
Major Area: Liberal Arts  
Over 100 hours completed towards degree.

## EMPLOYMENT HISTORY:

**09/02 to Present** International Business Specialist  
Texas Department of Economic Development – Business Incentives Division (International Business & Recruitment Program (IBR)) transferred functions to the Office of the Governor, Economic Development and Tourism (September 03) (Austin, TX)  
**10/01 to 9/02** Business Incentives Specialist  
Texas Department of Economic Development – Business Incentives Division (Austin, TX)  
**06/00 to 10/01** Case Manager II  
Texas Department of Economic Development – Smart Jobs Fund Program (Austin, TX)  
**05/00 to 06/00** Program Specialist  
Texas Comptroller of Public Accounts – Franchise Tax Division (Austin, TX)  
**03/00 to 05/00** Special Facility Enumerator  
United States Census Bureau (Austin, TX)  
**04/97 to 08/99** Front End Supervisor  
Hechingers – Home Quarters/Builders Square (Austin, TX)  
**08/93 to 02/00** Lottery Licensing Specialist II  
Texas Lottery Commission – Lottery Operations/Retailer Licensing Section (Headquarters; Austin, TX)  
**11/92 to 08/93** Account Reconciliation Specialist  
Texas Comptroller of Public Accounts – Lottery Operations/Retailer Accounting Section (HQ-Lottery Div; Austin, TX)  
**05/92 to 11/92** Claim Center Specialist-In-Charge  
Texas Comptroller of Public Accounts – Lottery Operations/Retailer Accounting Section (El Paso, TX)  
**01/91 to 05/92** Eligibility Specialist I  
Department of Human Services – Client Self Support Section (El Paso, TX)  
**06/90 to 01/91** Bookkeeper  
Neville E. Ross Bookkeeping (El Paso, TX)  
**09/89 to 05/90** Teacher of 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade of Science and Health & Track Coach  
Our Lady of the Valley Catholic School (El Paso, TX)  
**11/87 to 02/90** Host, Waiter, Bartender & Line Cook  
Jaxon's Restaurant (El Paso, TX)  
**02/87 to 03/88** Assistant Store Manager  
Players Action Wear (El Paso, TX)  
**01/85 to 01/87** First Assistant Manager  
The Gap Inc., The Gap (El Paso, TX)